

Common Findings from Completed System Safety Reviews

Findings	Recommendations
<ul style="list-style-type: none">• The system requires a resolution or minutes from the governing body stating that the plan is accepted.	<p>That a copy of the resolution or minutes showing that the governing body has approved the SSPP.</p>
<ul style="list-style-type: none">• Training files do not indicate evidence of individual employee training. There were files to show that employees were tested and certified, but no training performed	<p>Create lesson plans for the drivers and employees. At least once a month, provide training based on the core elements for the organization</p>
<ul style="list-style-type: none">• There is no schedule in place for refresher training course	<p>Develop a refresher training schedule</p>
<ul style="list-style-type: none">• There are no training curricula, training schedules or audio materials in place to support all in-house training	<p>Develop training curricula, training schedules and audio materials to support all in-house training</p>
<ul style="list-style-type: none">• There is no training that provides for one-on-one coaching of experienced vehicle operators by other peer operators or designated trainer to improve driving skills.	<p>Develop training that provides for one-on-one coaching of experienced vehicle operators by lead driver or trainer to improve driving skills, and document the training</p>
<ul style="list-style-type: none">• There are no established standards for on-the-job training (OJT), and it is not documented when personnel have successfully mastered OJT-based expectations	<p>Establish standards for on-the-job training (OJT), and document when personnel have successfully mastered OJT-based expectations</p>
<ul style="list-style-type: none">• There is no person designated to be responsible for the success of the training programs	<p>Appoint a person in writing to be responsible for the success of the training programs</p>
<ul style="list-style-type: none">• There is no training on accident and incident reporting procedures	<p>Develop and train individuals (including management) on accident and incident reporting procedures and design a checklist to insure all information is recorded accurately.</p>
<ul style="list-style-type: none">• There is no system in place to evaluate performance of vehicle operators while in service	<p>Create performance evaluation and perform and document at least annually</p>
<ul style="list-style-type: none">• There is no written personnel policy that defines the relationship between safety, performance and disciplinary procedures for employees	<p>Establish policies on the relationship between safety, performance and disciplinary procedures</p>
<ul style="list-style-type: none">• There is no standard procedure for drivers to report safety-related problems with their vehicles	<p>Develop standard procedure for drivers to report safety-related problems with their vehicles to management</p>
<ul style="list-style-type: none">• The transit agency has not adopted an exposure control plan that eliminates or minimizes employees’ exposure to blood-borne pathogens consistent with OSHA regulations	<p>Establish procedures that eliminate or minimize employees’ exposure to blood-borne pathogens consistent with OSHA. Ensure that all employees are trained in the procedures.</p>
<ul style="list-style-type: none">• Drivers do not perform effective pre and post-trip vehicle inspections	<p>Establish and develop pre and post-trip vehicle inspections for drivers</p>
<ul style="list-style-type: none">• The wheelchair lifts, securement devices and other accessibility features of the transit vehicles are not tested on a daily basis to ensure that ADA requirements are met.	<p>Add to pre-trip checklist a step to check (cycle) the wheelchair lifts, securement devices and other accessibility on a daily basis</p>
<ul style="list-style-type: none">• There is not a written policy governing maintenance and minimum manufacturer’s recommendation for maintenance that is appropriate to the organization and its transit operations (as opposed to other departments of the entity).	<p>Develop a written policy governing maintenance and minimum manufacturer’s recommendation that is appropriate to the organization and its transit operations</p>
<ul style="list-style-type: none">• The preventive maintenance logs were not completed in a timely and accurate fashion.	<p>Input the preventive maintenance logs in a timely manner not to exceed 72 hours after maintenance is completed</p>